



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WATER

NATIONAL WATER FUND



WATER PROJECTS FUNDING GUIDELINES

2023

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LIST OF ACRONYMS

CAG – Controller and Auditor General

CBWSOs – Community Based Water Supply Organization

CEO – Chief Executive Officer

CMPs – Catchment Management Projects

DPs – Development Partners

EWS – Early Warning System

GN – Government Notice

IAs – Implementing Agencies

KPI – Key Performance Indicator

M&E – Monitoring and Evaluation

MoF – Ministry of Finance and Planning

MoW – Ministry of Water

NWF – National Water Fund

RUWASA – Rural Water Supply and Sanitation Agency

TZS – Tanzania Shillings

FOREWORD

Financing of costs for provision of water supply and sanitation services and management of catchment areas is one of the key areas emphasized under the National Water Policy (NAWAPO), 2002. To this end, the Government established the National Water Fund under the auspices of the Ministry of Water as an entity responsible for ensuring sustainable availability of financial resources necessary to meet costs for execution of such projects.

Financial resources mobilized for purposes of meeting costs of implementation of water projects must be allocated optimally and therefore the need of developing a robust and effective framework in the shape of Water Project Guidelines becomes paramount. These Guidelines *inter alia*, incorporates procedures and criteria which need to be followed and complied with by implementing agencies in order to access monies from the Fund. Selection of water project is an economic problem. With finite resources in general and at each period of time in particular, a decision should be made on which projects to undertake out of many potential alternatives. Apart from the economic and technical criteria, consideration has to be made on political and social criteria.

As a funding entity, the development of these Guidelines is vital in ensuring transparency in utilization of the funds mobilized for water projects. These Guidelines have been developed *via* participatory approach whereby at different stages of preparation, key stakeholders were involved and gave their comments and opinion with a view of improving contents these Guidelines.

It is our hope that all relevant stakeholders will find these Guidelines useful in discharging their responsibilities connected with the Fund. In particular implementing agencies that eligible to access funds should understand it and make great use of this tool during the preparation of water projects anticipated to be financed by the Fund. This is essential as it will save a time which may be utilized to appraise water projects not meeting criteria stipulated herein.

We are immensely grateful for the trust and exemplary support of all our stakeholders and look forward to preserving this extraordinary set of partnership. We are passionate about our work, deeply conscious of our commitment and determined to stand firm by our guiding principles and best practises in resources mobilization and allocation for water projects.

Eng. Abdallah M. Mkufunzi
Board Chairman

EXECUTIVE SUMMARY

According to the Water Supply and Sanitation Act No.5 of 2019, NWF is empowered, among other things, to develop operational guidelines for issuance of funds required for implementation of water projects in the water sector. The development of these Guidelines is vital since monies from NWF are not available for financing of all water projects. Only priority projects which comply with stipulated criteria such as water projects from areas with inadequate water service provisions will be eligible for financing.

The overall purpose of the Guideline is to ensure optimal utilization of available resources with a view of attaining value for money in the water projects implemented by monies from NWF. Specifically the Guideline strives for:-

- (i) providing scope of water projects eligible for financing by the Fund; with a view of optimizing use of available funds;
- (ii) elaborating procedures for submission of eligible water projects by implementing agencies to be financed by the Fund; and
- (iii) setting out funding criteria to be employed in selection of eligible water projects to ensure attainment of sector priorities.

In this regard, These Guidelines provides guidance to NWF, implementing agencies and other key stakeholders on the eligible water projects, funding criteria and procedures to be followed in accessing funds for execution of projects. The development of the guideline is in accord with, and should be used in conjunction with relevant laws and other instruments including: Water Supply and Sanitation Act, 2019; Water Resources Management Act, No. 11 of 2009; National Water Fund Regulations, 2019; Public Finance Act, R.E. 2004; Public Procurement Act, 2016; Budget Act, 2015; Finance Act, 2015 and any other relevant Instrument.

Layout of the Guidelines Includes Chapter One which provides an overview of the background of the institution, vision, mission and core values. It also provides objective of the Fund, describe purpose of these Guidelines as well as its targeted users. Chapter Two highlights on the institutional setup of NWF by describing roles and functions of the Minister, Board and the Secretariat of the Fund. Chapter Three gives details in relation to water projects funding sources and selection. They include aspects of sources of funds, funding windows, use of funds, eligible water projects and selection criteria. Chapter Four describe general matters such as monitoring and evaluation of water projects and reporting procedures and mechanisms and it also caters for matters including finance and accounts, procurement and auditing.

Haji M. Nandule
Chief Executive Officer

DEFINITION OF TERMS

Unless the context otherwise requires, the terms listed hereunder shall have the following meaning;

“**Act**” means the Water Supply and Sanitation Act No. 05 of 2019;

“**Board**” means Board of the National Water Fund;

“**Fund**” means the National Water Fund established under section 55 of the Water Supply and Sanitation Act No. 05 of 2019;

“**Guideline**” means the water project funding Guidelines;

“**Implementing Agencies**” means institutions under the Ministry responsible for Water for execution of water projects which include Water Supply and Sanitation Authorities, Basin Water Boards, Rural Water Supply and Sanitation Agency and Community Based Water Supply Organizations.

“**Minister**” means the Minister responsible for water;

“**Regulations**” means the National Water Fund Regulations GN. No. 981 of 2019; and

“**Water Project**” means projects for the construction, expansion or rehabilitation of water supply and sanitation infrastructure as well as development, protection and conservation of water resources.

Strategic Projects: Means large-scale projects which require significant investments and resources. These projects aim at gaining long-term socio-economic benefits. These projects can be categorized based on investments, sustainability, or long-term social or economic benefits.

1. INTRODUCTION

1.1. Background

The National Water Fund (NWF) was initially established under the Water Supply and Sanitation Act No. 12 of 2009 under the name of National Water Investment Fund with responsibility of providing investment support in water supply and sanitation projects and conservation of catchment areas serving water supply abstractions. The actual operationalization of the NWF commenced in the financial year 2015/2016.

Currently operations of the NWF are governed by the Water Supply and Sanitation Act No. 05 of 2019 which mandates the Fund to mobilize resources and provide investment support for water service provision and the management of catchment areas serving water supply abstractions. The Act and National Water Fund Regulations, GN. No. 981 of 2019 provides basis for NWF to issue funds for implementation of water projects. The Water Projects Funding Guidelines has been developed to provide more details especially on the criteria for selecting eligible water projects for financing.

1.2. Vision statement

"To be a reliable and sustainable source of financing in the water sector"

1.3. Mission statement

"To effectively mobilize and allocate funds to Implementing Agencies for improved provision of water services and conservation of water catchment areas".

1.4. Core values

NWF discharges its mandates by taking into account the following fundamental norms: -

- (i) Integrity;
- (ii) Accountability;
- (iii) Customer Focus;
- (iv) Transparency;
- (v) Team work; and
- (vi) Results Oriented.

1.5. Objective of NWF

In accordance to the Water Supply and Sanitation Act No.5 of 2019 the objective of the Fund is to mobilize resources and provide investment support for water service provision, and the management of catchment areas serving water supply abstraction. In conjunction with mobilization of resources, the Fund has an obligation of effective management of mobilized resources to ensure optimal utilization to attain value for money in the water projects.

1.6. Purpose of the Guideline

The Fund has prepared this water project funding guideline to guide and inform implementing agencies and other stakeholders on the accessibility of funds for execution of water projects in rural and urban areas as well as catchment management projects. The aim is to focus on attaining objectives of the Fund as well as achieving value-for-money outcomes through increasing efficiency and effectiveness of water projects investments. Specifically, the guideline is intended for the following purposes:

- (i) To provide scope of water projects eligible to access funds from NWF; with a view of optimizing use of available funds;
- (ii) To elaborate procedures for submission of eligible water projects by implementing agencies to be financed by the Fund; and
- (iii) To set out funding criteria to be employed in selection of eligible water projects to ensure achievement of sector priorities.

1.7. Targeted Users

Water sector's stakeholders will use these Guidelines in course of discharging their mandated responsibilities. The targeted users are;

(a) Implementing Agencies

These are entities responsible for execution of water projects using funds from NWF. The entities include RUWASA, Water Authorities, Basin Water Boards, , CBWSOs and any other entity implementing water projects. Thus, they are required to understand the criteria and procedures necessary to access funds from NWF.

(b) National Water Fund

NWF is responsible for mobilization of resources and effective management of mobilized resources to ensure optimal utilization to attain value for money in the water projects. In order to discharge this responsibility, NWF has an obligation of putting in place mechanisms to enable implementing agencies access funds for water project execution.

(c) Ministry of Water

Ministry is the custodial of the water sector and is responsible for formulation of policies, strategies and legislation as well as ensuring their implementation. In doing so it becomes a key stakeholder interested in ensuring that the Fund fulfills its mandates.

(d) Ministry of Finance

The Fund is one of the financing mechanisms introduced by Government to mobilize resources for execution of water project. Sources of the funds are mainly determined by the Government through the Ministry of Finance and Planning. Therefore, this guideline will enable Ministry of Finance and Planning to undertake its responsibility of overseeing management of public funds disbursed to NWF in a more efficient manner.

(e) Development Partners

Pursuant to section 55(3) of the Act, one of funding source is funds which can be solicited from DPs. Thus, NWF can solicit funds from Development Partners to support implementation of water projects. Existence of clear procedures and criteria for selection of water projects and allocation of funds will ensure transparency and accountability in the utilization of the funds mobilized from DPs and other resource partners.

(f) Private sector

Private sector including financial institutions is one of the key stakeholders to the realization of the Fund's objectives. Therefore, it important for the private sector to understand this guideline for effective participation in the water sector.

2. INSTITUTIONAL SET UP

The NWF is established by the Water Supply and Sanitation Act. Its legal and institutional framework includes the Minister, Board and the Secretariat.

2.1 Minister Responsible for Water

The Minister responsible for Water is vested with mandates of formulating water policies, strategies and legislation; and ensuring their implementation. In accordance to the Act with regard to functioning of NWF, the Minister shall, among other things, be responsible to: -

- (a) appoint members of the Board;
- (b) appoint the Chief Executive Officer upon recommendations of the Board;
- (c) give such direction in writing to the Board to ensure proper carrying out of its functions;
- (d) approve conditions for accessing funds from the Fund;
- (e) approve remunerations and allowances of the Chairman and Members of the Board;
- (f) lay before the National Assembly, the NWF's audited statements of accounts and auditors statements as soon as practicable after receiving them from the Board; and
- (g) make regulations prescribing procedures for the performance of the functions of NWF and use of the funds.

2.2 The Board of NWF

The Board is responsible for governing NWF. It is comprised of a Chairman who is appointed by the President of the United Republic of Tanzania and other five members and the Chief Executive officer appointed by the Minister responsible for Water. The tenure of office for such Members shall be as stipulated under the Water Supply and Sanitation Act, 2019 and the National Water Fund Regulations GN No. 981 of 2019. The costs with regard to carrying out of functions of the Board shall be defrayed from the Fund.

2.2.1 Powers and Duties of the Board

In accordance to the Water Supply and Sanitation Act, the Powers of the Board shall be to:-

- (a) recommend to the Minister the appointment of the Chief Executive Officer of the Fund;
- (b) recruit such number of staff as it considers fit;
- (c) approve operational instruments including policies, manuals, plans and budget of the Fund;
- (d) monitor management of the funds and performance of the Secretariat; and
- (e) make any other decision as it considers necessary to enable the Fund achieve its objectives.

2.2.2 Duties of the Board

Pursuant to the Water Supply and Sanitation Act, the Board shall undertake the following duties-

- (a) ensure full collection and transfer of funds from various sources to the Fund's account;
- (b) ensure that monies deposited into the Fund are used to achieve the objectives of the Fund;
- (c) disburse funds from the Fund to implementing agencies for implementation of approved water projects;
- (d) ensure that the operations of the Fund are exercised in an economical and efficient manner;
- (e) recommend to the relevant authority taking of appropriate measures against misuse of funds by implementing agencies;
- (f) approve annual estimates of income and expenditure and adhere to any such estimates;
- (g) execute annual performance agreement with implementing agencies receiving funds for execution of water projects;
- (h) approve a list of all funded projects for each quarter and submit it to the Minister for information;
- (i) advise the Minister on the use and management of the funds; and

- (j) advise the Minister on new sources of funds for the purpose of ensuring adequate and stable flow of funds for implementation of water projects.

2.3 Secretariat of the Fund

2.2.1 Composition of the Secretariat

The affairs and dealings of the Board shall be executed by its executive body to be known as “the Secretariat of the Fund”. The Chief Executive Officer (CEO) appointed by the Minister on such terms and conditions as stipulated under the Water Supply and Sanitation Act, shall head the Secretariat. The Board may recruit other staff necessary for proper functioning of the Fund upon recommendation of the CEO.

The Secretariat shall be responsible for execution of functions of the Fund as stipulated under the Water Supply and Sanitation Act (supra), those functions are to:-

- (a) mobilize financial resources for fulfillment of the objectives of the Fund;
- (b) disburse funds to Implementing agencies for the purpose of execution of eligible water projects;
- (c) issue loans on favorable terms to implementing agencies for investment in water service provisions;
- (d) monitor use of the funds disbursed to implementing agencies;
- (e) facilitate capacity building of implementing agencies to improve and enhance their ability in execution and management of water projects; and
- (f) develop operational guideline on issuance of loans and grants to implementing agencies.

3. FUNDS SOURCES AND USES

1.8. Sources of Funds

According to the Water Supply and Sanitation Act, the sources of funds of NWF include:

- a) Such moneys as may be appropriated by Parliament for the purposes of the Fund;
- b) Moneys as may be received from donations, grants and bequest from whatever source;
- c) Other sources of moneys after consultation between Minister and Minister responsible for Finance; and
- d) Such other moneys as may, by or under any Act, be payable to the Fund.

2.2 Funding Windows

In accordance to the Water Supply and Sanitation Act, the NWF is required to support investment in water projects by way of grants or loans.

2.3 Grants

Eligible water projects to be financed by the Fund will be selected basing on the criteria underlined under these Guidelines.

2.4 Loans

NWF loans on favorable terms are available to water authorities and community organization for investments in water services provisions. The procedures and mechanisms of issuing of such loans shall be as prescribed in the loan application guidelines issued by the Minister.

2.5 Use of Funds

According to the Water Supply and Sanitation Act and the National Water Fund Regulations, utilization of the funds shall be as follows:-

- (i) not less than eighty-eight percent (88%) of the moneys deposited in the Fund shall be used for capital investment expenditure of water projects;
 - o Forty-five percent (40%) of the capital investment funds shall be used for strategic water projects,
 - o Fifty-five percent (60%) of the capital investment funds shall be used for other priority water projects as per the criteria set forth in this guideline.
- (ii) not more than ten percent (10%) of the moneys deposited in the Fund shall be used for water development related administrative and operational costs which includes project preparations, design, supervision, monitoring and evaluation, monitoring undertaken by Ministry and RUWASA by ratio of 60% and 40% respectively; and

- (iii) not more than two percent (2%) of the moneys deposited in the Fund shall be used for operational costs of the Fund

4. SELECTION OF WATER PROJECTS

This chapter elaborates types and selection criteria of water projects eligible to be funded by NWF. The term water project is defined under section 3 of the Water Supply and Sanitation Act to mean project for construction, expansion or rehabilitation of water supply and sanitation infrastructure as well as development, protection and conservation of water resources.

In addition, regulation 5 of the NWF Regulations, 2019 highlights water projects to be implemented by monies from the Fund may include those from the following broad areas:-

- (a) Protection and conservation of water catchment areas;
- (b) Development of water storage, safety and security facilities; and
- (c) Construction, rehabilitation and expansion of water supply and sanitation infrastructure.

The eligible water projects shall come from the two key sector areas i.e. Water Supply and Sanitation (Construction, Expansion or Rehabilitation of Water Supply and Sanitation Infrastructure) and Water Resources Management (Catchment Management Projects - CMPs).

4.1.1 Water Supply and Sanitation Projects

For purposes of accessing funds from NWF, water supply and sanitation project means projects for construction, expansion or rehabilitation of water supply and sanitation infrastructure. Such projects may be implemented by IAs through either contractors or force account method.

4.1.2 Eligible Water Supply and Sanitation Projects

Water supply and sanitation projects to be financed by NWF, shall involve projects for construction, expansion or rehabilitation of water supply and sanitation infrastructure which are elaborated hereunder: -

- (i) Construction of Water Project means development of new water supply and sanitation infrastructure such as water source, in-take, transmission, water storage facilities or distribution network.
- (ii) Expansion of Water Project means up-scaling of existing water supply and sanitation infrastructure such as water source, in-take, transmission, water storage facilities or distribution network.

- (iii) Rehabilitation of Water Project means restoration or reconstruction of a water supply and sanitation infrastructure such as water source, in-take, transmission, water storage facilities or distribution network.

4.1.3 Criteria for Funding of Water Supply and Sanitation Projects

To ensure effective utilization of financial resources as well as achieving the objectives of establishment of NWF, implementing agency seeking for financial support from the Fund, their projects must comply with the criteria provided under **Table 4.1**.

Table 4.1: Funding Criteria for Water Supply and Sanitation Projects

SN	Criteria	Description
1.	Areas with no or limited water sources for water supply	Areas without alternative or with unreliable water sources proven to have shortage of water services
2.	Population not served with water services	Walking distance above 400 meters or more than 30 minutes to access water
3.	Lowest coverage	Priority to areas with water supply coverage of below 50%
4.	Projects with reduced availability of water supply services	Areas with inadequate water supply services due to breakdown or depreciation of water infrastructure
5.	Quick win projects	Projects which can generate quick output with less costs
6.	Strategic projects ¹	These are large-scale projects which require significant investments and resources aiming at gaining long-term socio-economic benefits
7.	Threshold ² <ul style="list-style-type: none"> i. Project Type III (small): costing less than TZS 5 billion ii. Project Type II (medium): costing between TZS 5 to 50 billion iii. Project Type I (Large): costing more than TZS 50 billion 	Priority will be given to projects Type II, Type I and lastly Type III.
8.	Capacity of the entity to operate and maintain the project after completion.	Priority will be given to Implementing Agencies with capacity to operate and maintain the project after completion.

¹ These are projects with the following characteristics

- a. The project with investment cost between TZS 10 bill to TZS 50 bill,
- b. Meeting current and future social, and economic needs,
- c. Design to meet needs of at least 20 years.

² Public Investment Management – Operational Manual, 2015 developed by President’s Office Planning Commission

1.9. Catchment Management Projects

For purposes of these Guidelines and in accordance to regulation 5 of the NWF Regulations, catchment management projects (CMPs) entails projects for protection and conservation of water catchment areas and development of water storage, safety and security facilities. Such catchment management projects must come from the following thematic areas as laid out in the Water Resources Management Act No. 11 of 2009:-

- a) Protection of catchment areas which are in use or have the potential for use as a public water source. Under this thematic, projects considered will include areas to be gazetted as Protected Zones, Groundwater Controlled Areas as per Sections 37 (1) and 38(1) of the Water Resources Management Act No. 11 of 2009;
- b) Conservation of catchment areas through Sustainable Land Use Management Projects such as water sources buffer zones management and afforestation projects;
- c) Control of pollution and movement of pollutants: i.e. Pesticides, heavy metals and nutrients to surface and ground water sources within the Water Catchment as per section 39(1) of Water Resources Management Act;
- d) Construction and operation of water resources monitoring network that is crucial in providing data and information on the quantity and quality of water resources availability (both surface and ground); and
- e) Development of water storage and security infrastructure.

4.2.1 Eligible Catchment Management Projects

The eligible CMPs must be developed from the thematic areas elaborated in the sub-section 4.2. Specifically those CMPs shall be the following:-

- i. Protection and Conservation of Watersheds - demarcation of water sources, afforestation, Water sources and Catchment Restoration;
- ii. Flood Control e.g. Dam Construction, Early Warning Systems, Dredging;
- iii. Construction and rehabilitation of Water Resources Monitoring Network e.g. hydrometric, meteorological, drilling of monitoring and exploratory boreholes;

- iv. Water Quality and Pollution Control e.g. construction of water quality and pollution control monitoring stations, constructed wetlands, removal of aquatic weeds such as water hyacinth;
- v. Erosion control e.g. construction of scour checks (sediments traps), afforestation, river bank restoration, construction of gabion walls or sheet piles;
- vi. Construction and/or rehabilitation of water storage structures e.g. dams, sand dams, charco dams;
- vii. Water use Efficiency e.g. construction of water intakes, installation of flow meters and advanced technological tools such as remote sensing to measure/monitor flows; and
- viii. Establishment/construction of groundwater artificial recharge zones/structures.

4.2.2 Criteria for Funding of CMPs

To ensure effective utilization of financial resources as well as achieving the objectives of establishment of NWF, implementing agency seeking for financial support from the Fund, their projects must comply with the criteria provided under **Table 4.2**.

Table 4.2: Funding Criteria for CMPs

S/N	Criterion	Description
1	Importance of the catchment	<ul style="list-style-type: none"> • Linkage with existing or potential water supply abstractions • Limited water sources • Sensitivity of the catchment
2	Number of beneficiaries of the catchment	<ul style="list-style-type: none"> • The catchment is linked to water supply project which serves larger number of populations • Multiplier effect of the existing water supply project
3	Proposed project(s) and activities fit into the thematic areas	<ul style="list-style-type: none"> • Proposed CMPs falls within thematic areas provided under eligible CMPs sub-section 4.2
4	Access to alternative financial support for funding CMPs	<ul style="list-style-type: none"> • Presence of alternative financing of CMPs
5	Presence of co-financing from the BWBs	<ul style="list-style-type: none"> • Priority will be given to CMPs with co-financing from the BWBs
6	Sustainability of the CMPs	<ul style="list-style-type: none"> • Activities to be implemented after completion of the CMPs • Financing source of those activities (i.e. self-financing or donor funding)

1.10. Procedures for Selection of Water Projects

Regulation 6 of the National Water Fund Regulations caters for the procedures need to be complied with in selection of water projects for NWF financing. These procedures will be followed pursuant to the budgeting guidelines stipulated under the Budget Act, 2015. The procedures involves: -

- Step 1:** Identification and preparation of project proposals by IAs in accordance to the latest water sector design manual;
- Step 2:** Submission of water project proposals to the Ministry by IAs for scrutiny;
- Step 3:** Submission of water project list of water projects by the Fund from the Ministry for appraisal and screening;
- Step 4:** Appraisal and screening of the submitted list of projects by the Fund and recommendation of the same to the Minister;
- Step 5:** Minister's consideration and approval of the NWF recommended list of water projects;
- Step 6:** Submission for appropriation to the Parliament the selected water projects; and
- Step 7:** Implementation of approved water projects.

5. GENERAL MATTERS

2.1. Monitoring & Evaluation

According to the Water Supply and Sanitation Act and the National Water Fund Regulations to NWF is vested with mandate of undertaking monitoring and evaluation of utilization of funds by IAs for implementation of water projects. The Fund will monitor fund utilization and evaluate project execution by the implementing agencies. Monitoring process will be conducted in accordance to the monitoring and evaluation framework of the Fund. Frequent monitoring of fund disbursement and projects will be conducted to ensure sustainability of the water projects.

2.2. Funds Payment Procedures

The payment of monies by NWF for implementation of water projects by IAs shall be in accordance to modalities laid out under regulation 7 of the National Water Fund Regulations. The procedures involves: -

- (a) Receipt of payment claims by the Fund submitted by IAs;
- (b) Scrutinization of the payment claims as per Standard Project Appraisal Form (**Annex 1**); and
- (c) process payment of the respective claims and notify the respective implementing agency and the Ministry.

2.3. Reporting Procedures and Mechanisms

For the purpose of reporting, implementing agency which have received funds shall submit to the Fund the following progress reports with respect to water projects status: -

- (i) Quarterly report to be submitted by all implementing entities not later than 14 days after the end of the quarter (end of every 3 months);
- (ii) Semi-annual report to be submitted by all implementing entities not later than 14 days after the end of the second quarter;
- (iii) Annual report submitted not later than 30th July; and
- (iv) Any other reports as may be required by the Fund.

ANNEX 1: STANDARD PROJECT APPRAISAL FORM

No.	PROCEDURE
1.	Upon receipt of monthly allocation from the Treasury Notify the Implementing Agencies (IAs) and enquire submission of project list which are in the approved budget
2	Receipt and record of the list of verified claims by the IAs with all relevant supporting documents
3.	<p>Scrutinization of the relevant documents on payment claims which include the following attachments</p> <p>3.1 Check on compliance to Budget</p> <ul style="list-style-type: none"> i. Check if each project of submitted claim is included in the Budget ii. Check the fund balance in the budget for each claim iii. If not in the budget check if accompanied by Hon. Minister or Permanent Secretary directives <p>3.2 Check on Responsiveness</p> <p>A. Payment of Certificates</p> <ul style="list-style-type: none"> i. Signed Certificate with both parties (Consultant/Manager and Contractor's personnel with Power of Attorney) ii. Signed Project's progress report (By Consultant/Manager) iii. Signed Evaluation sheet/BoQ (By Consultant/Manager) iv. Signed Measurement sheet (By Consultant/Manager) v. Copy of contract Duly filled and signed by both parties (Employer and Contractor's personnel with Power of Attorney) vi. Valid Performance bond (Genuine from legal Bank/Insurance Company and not expired)

	<p>B. Payment of Force Account (FA) Projects</p> <ul style="list-style-type: none"> i. Project concept note and detailed project description ii. Tender board approval on project concept and service providers iii. Signed Schedule of materials (By Project Manager) iv. Signed invoices (if any by service provider) v. Signed Project's progress report (By Project Manager) vi. Signed agreements with service providers (By Employer and Service provider's personnel with Power of Attorney) <p>C. In case one or more of the requirements 3.1 or 3.2 A or B is/are missing; enquire the Implementing Agency to submit the missing document (s)</p> <p>3.3 Check on Technical Compliance</p> <ul style="list-style-type: none"> i. Specifications of each element of the items provided for the project structures ii. Drawings relevant to the stated project scope iii. Cost realistic in the BoQ (Consider market price and realistic quantity for each item)
4.	<p>Processing of payment</p> <ul style="list-style-type: none"> i. If everything is ok in section 3 above recommend for payment of the scrutinized claim ii. If substantial non-responsiveness advice accordingly
5.	Approval for Payments by the Chief Executive Officer (CEO)
6.	Upon successful fund transfer to Implementing Agencies, notify them and make a copy of the same to the Ministry on the amount transferred and enquire for acknowledgment of fund receipt from IAs.